



## **Job Description**

Position: Mechanic  
Primary Location: Highway Department  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Maintenance Supervisor/Highway Supervisor  
Description Updated On: October 31, 2022

### **Summary/Objective**

Under the direction of the Highway Surveyor, this position reports to the Highway Supervisor or Maintenance Supervisor; the Mechanic is responsible for the maintenance of highway apparatus and vehicles.

### **Essential Functions**

- Inspects, maintains, repairs, rebuilds or overhauls all gas and diesel driven vehicles and equipment.
- Inspects, maintains, repairs, rebuilds or overhauls all small power and mechanical driven tools.
- Operates shop equipment, repairs and maintains snowplows and accessories.
- Assists in appropriate and necessary record keeping relating to maintenance.
- Participates in mandatory snow and ice removal and other inclement weather operations and service operations.
- Assists other departments and performs other related duties as assigned.

### **Required Qualifications, Education, and Experience**

High school diploma or equivalent and a minimum of two (2) years of related experience or any equivalent combination of training and experience sufficient to indicate ability to work efficiently; ability to drive a standard transmission; must possess a valid DOT medical card.

### **Preferred Qualifications, Education, and Experience**

A minimum of two (2) years of experience and/or equivalent training in the repair and maintenance of light and heavy equipment in an automotive repair shop or its equivalent. A valid Mass. Class A or B CDL license is preferred.

### **Knowledge, Skills, and Abilities**

- Must possess thorough knowledge of and skill in the use of tools, test equipment, and procedures employed in the repair and maintenance of a fleet of trucks and specialized equipment.
- Prefer experience with acetylene welding and have knowledge of electrical welding.
- Ability to work independently and multi-task is essential.
- Ability to perform light and heavy physical tasks under varying time constraints, and to work in confined spaces is necessary.
- Must be able to establish and maintain effective working relationships with supervisors, co-workers and the general public.

- Must demonstrate the ability to follow oral and written instructions, rules, regulations, policies and procedures.

### **Physical and Mental Job Requirements**

- Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment. Frequent lifting in excess of 30 pounds and occasional lifting of 100 pounds required. There is likely to be a great deal of standing, walking, sitting, and talking or hearing; use of hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms; bending and climbing also required. Must be able to work for long periods of time during weather related conditions. The required number of work hours and lack of sleep can adversely affect the employee as can cold, heat, rain, water, snow, ice, and dangerous driving conditions. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include distinguishing objects at close and far range and the ability to adjust and focus. The use of equipment can often be conducted in hazardous and cramped conditions, and employee must be alert to potential safety hazards at all times.
- **Mental requirements:**
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted primarily in a garage environment; plowing is performed in a variety of weather conditions which may be adverse at times, and on rough terrain. The work is often strenuous, requiring manual dexterity and stamina and is often performed on uneven surfaces; noise is always present.

### **Hours of Work**

- This role is paid on an hourly basis.
- Typically, employees work 40 hours during a Monday through Friday workweek. This position may be required to work outside of normal hours and/or at night in response to emergencies and on a seasonal or recurring basis.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

The examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related and within the scope the position.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_